

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

August 18, 2016

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; and Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Chris called the meeting to Order at 7:05 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / APPROVAL MINUTES: Paul Made the Motion to approve the August 4, 2016 Public and Non-Public Minutes (2), and August 11, 2016 (2) Public & Non-Public Minutes Minutes as written. Russ Seconded and asked about the August 4th non-public minutes and if they should be made public. The Board agreed that the minutes should remain sealed. The Motion carried Unanimously.

IV. PRESENTATION:

1. Carroll County Sheriff's Department, Communications Grant: Walter reported that Sheriff Richardi telephoned him this afternoon to report that he would not be able to attend tonight's meeting due to a family matter, but that Deputy Sheriff Rich Young would attend. Sheriff Young introduced himself to the Board, adding that he is a resident of Moultonborough. He explained that the Carroll County Sheriff's Dispatch serves 28 agencies in the county. Their radio consoles are at the end of their life and the Sheriff's Department is applying for phase 2 of a 3 phase grant, which will total \$1.4 million. Sheriff Young added that the NH Homeland Security receives \$3 million in grant monies each year. Last year the Town wrote a letter of support for phase 1 which provided 4 new radio consoles. There is no guarantee that the county will be awarded the grant for phase 2 which if awarded will fund going from repeaters to Ethernet (microwave connectivity), which is a better technology. If awarded phase 2, the plan for phase 3 would be to upgrade to simulcast, which will improve communication throughout the county. Chris asked about the counties coverage in Moultonborough and learned that there is some spottiness, like other towns. The Sheriff added that with upgrading to microwave/simulcast the coverage still won't be 100%, but will be an improvement to safety. Presently Moultonborough is the only town that doesn't receive dispatch services from the county. Russ expressed concern that any grant money the Sheriff's Department receives not go into the county's general fund and Walter replied that most federal grants are based on reimbursement. He added that he'd like to see Moultonborough utilize the county's dispatch service as it would be less expensive than Lakes Region Dispatch. Sheriff Young said there is no assurance that they will receive the grant, and if not they will try again next year. Paul asked and learned that the grant amount requested for phase 2 is \$640,000 and will be spread out over 2 years. He told Jean that Moultonborough is the only town that has not written a letter of support. Sheriff Young said that if the situation exists where their grant applications continue to be denied, the department would make the request from the County Commissioners as the dispatch

system must be updated. Josh asked why the Town should support the grant request when Moultonborough doesn't use the county's fire or police dispatch. Sheriff Young replied that with the improvements in the radio system, this gives the Town the option in the future to utilize Carroll County Sheriff Dispatch. Russ said he hopes that the infrastructure does improve to allow the Town to use the county dispatch. Chris asked and learned that the Sheriff's Dispatch has 11 staff around the clock and never less than 2 dispatchers at any time. Josh Made the Motion to approve the Town's letter of support in the Sheriff Department's effort in obtaining the NH Homeland Security Grant. Paul Seconded and the Motion carried Unanimously. Chris asked Sheriff Young how the fee is determined and learned that it is based on assessed values. Chris asked Sheriff Young to let the Town Administrator know the cost for fire and/or police dispatch. The Selectmen thanked Sheriff Young for attending their meeting and answering their questions.

V. **NEW BUSINESS:**

1. Review for Action: Consent & Signature File as of August 18, 2016:

8/18/16	Petition & Pole License Petition	N/A
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Paul Made the Motion to approve the Consent & Signature File for August 18, 2016.

Josh Seconded. The Motion carried Unanimously.

2. Review for Action: Cooperation Among Neighboring Towns: Josh reminded the Board that they have talked about making this one of their goals. Chris acknowledged that they have talked about it. Josh suggested setting up a meeting of Selectmen from neighboring towns to talk about ways of cooperation. Paul said that they met with the Center Harbor Selectmen in 2014. Chris thought they should first come up with ideas and opportunities that they'd like to discuss. Paul suggested a convention of Select Boards, and Moultonborough suggest topics for discussion. He added that the Town Administrators/Managers could work on setting this up. Josh felt that areas of cooperation should be in code enforcement, as Moultonborough has done in the past with Holderness, boat launches and beaches, and libraries. He said that Moultonborough's Library parking lot is filled with cars from out of Town. Paul and the Board agreed that the Library is a separate entity and it is up to the Board of Library Trustees to seek out this level of cooperation. Josh informed the Board that other towns charge for non-resident memberships. Paul thought that cooperation between towns should focus on how to economize on big equipment, and also on oil and electricity, and ways to cooperate better. Chris felt that this is about more than ways to save money, but ways to provide better service. Walter reported that he's learned from Meredith's Town Manager that they are attempting to do this with Center Harbor and they had discussed bringing in Moultonborough also. He thought that the towns also have this in mind, but it the question is how to do it. The Board agreed that a letter will be sent to see if there is any interest in this effort, scheduling a meeting for the fall. Walter said he'd draft a letter to send out to neighboring towns about this idea.
3. Review for Action: Temporary Use Permit, Castle Preservation Society, Field Day: Josh Made the Motion to approve the Castle Preservation Society's Field Day for August 20, 2016. Paul Seconded and the Motion carried Unanimously.
4. Review for Action: Launch Request, NHIAA, September 22, 2016: Josh Made the Motion to approve the NHIAA's Launch Request for their tournament scheduled for September 22, 2016, for Lee's Mills and States Landing and to waive the \$150 fee. Paul Seconded. The Motion carried Unanimously.

5. Review for Action: Launch Request, NH Jr. Bassmasters, August 27, 2016: Josh asked if this Launch Request should also have the fee waived. Hope explained that she questioned this when she contacted NHIAA, asking if the NH Jr. Bassmasters was part of their group and learned that it wasn't, but a separate club. Josh Made the Motion to approve the NH Jr. Bassmasters Launch Request for August 27, 2016, Lee's Mills. Jean Seconded and the Motion carried Unanimously.
6. 2016 Road Project Bid Award: Walter asked to expedite the award of the bid vs. waiting until the September 1st meeting, as they are behind in scheduling. He provided the Selectmen with the results of the bid opening that occurred yesterday. KV Partners has reviewed the bids and has made their recommendation to award the 2016 Road Project to the lowest bidder, FR Carroll, Inc., of Limerick, ME in the amount of \$332,955. Paul Made the Motion to award the 2016 Road Project to FR Carroll, Inc., Limerick, ME in the amount of \$332,955 and to authorize the Chair to sign the Notice of Award. Josh Seconded. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Prioritize 2017 Board Goals: Walter said that the way the goals are now listed is by the year they were adopted. Paul thought that #9, Evaluate Lions Club/Facility/ Community Center Options should be moved up to top 2 or 3, as this is an immediate need and Mike Kepple has already started to assess the Lions Club. Paul added that the #1, Working Closely with Planning and Zoning to adopt changes should be moved to #3. Chris agreed and also thought that item #4, Develop and Implement a Marketing Plan for the Town needs to be moved up and keep #10, Determine Town Cemetery Needs at the bottom. Josh asked where they were on the sidewalks that was approved at Town Meeting. Walter reported that they must meet the Town Meeting obligation, and there is a meeting scheduled for August 31st between the Interim Planner, DOT, the Town Engineer, and then the Interim Planner will provide the Board with a report. Chris added that the Selectmen's design is a hybrid. Josh thought that a goal should be developing an emergency access for the schools. The Board agreed that this could be a work session topic. Russ commented that this is just a list and priorities will always be shifting. Walter felt that prioritizing helps him and Department Heads to focus on the items. Josh questioned #9 and thought that evaluating the Lions Club facility needs and the community center options should be separate goals. Josh apologized for his absence when the goals were discussed. Walter explained that the two are linked because one depends on the other. The goals were prioritized as follows: #1 Evaluate Lions Club Facility/Community Center Options; #2 Develop and Implement a Marketing Plan for the Town; #3 Continue to work Closely with Planning and Zoning to Adopt Changes to allow for Development of both Business and Residential and Maintain the Character of the Town; #4 Maintain Work Plan and Calendar for the Coming Year; #5 To have an Effective Succession Plan Tied to the Vision: Reward Excellence and Position Advancement; #6 Finalize Franchise Extension with Time Warner Cable; #7 State's Landing; #8 Evaluate Town-Owned Properties; #9 Village Development; and #10 Determine Town Cemetery Needs.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that the Master Plan Steering Committee just met and they will be delivering the Land Use and Vision Chapters to the Planning Board next week.

2. Town Administrator's Report: Walter reported that the Far Echo and Neck Road intersection pole relocation is now waiting on the cable and phone lines to be moved next week. The contractor is now working on High Haith Road. The draft of the Personnel Handbook was sent to Attorney Rice and will be before the Selectmen at the August 25th work session. A conditional offer has been accepted by candidate #1 for the DPW Director, pending background checks and a physical assessment. The start date is expected to be August 29th, and any other details should be discussed during non-public session. Four potential bidders attended the pre-bid meeting for the Phase I of the Public Safety Building parking lot reconstruction, with bids to be opened on August 24th. Attorney Puffer has prepared a proposal to be submitted to TWC for their review. Walter said he reviewed it to be sure that all of the Selectmen's points were covered. Notices were sent to property owners in the immediate areas of where the streetlights had been removed in 2010 asking for their input for the need to replace them. Walter informed the Board that in the letter he explained that LED lighting will be used, which is brighter than what had been there and will have a different affect. Walter added that people are directed to either call or email him with their preference, or to attend the Selectmen's meeting on September 1st. A phone conference was conducted between the NH Electric Cooperative, himself and Chief Wetherbee regarding the tree work done on Route 25 during the busy summer months. They learned that the tree company made the scheduling decision. This will be brought to the Co-op's senior management's attention, with the Town's request that this work not be done, unless it is an emergency, from Memorial Day through Labor Day. Josh asked about the Town's police officer on duty that day. Walter reported that Det. Peter John had the duty and he insisted that the tree company open up the road more to allow traffic to go through. Jean asked and Walter replied that they didn't discuss Sheridan Road, but he will check into it. Walter asked that the Board approve him to act as the Town's authorized agent for Benefits Strategies, LLC for the employees' flexible compensation plan, allowing him to take any needed action and to execute documents. Josh Made the Motion to authorize the Town Administrator as the Town's authorized agent for Benefits Strategies, LLC, for employees' flexible compensation plan as noted. Jean Seconded and the Motion carried Unanimously. Walter also reported that he arranged for an audio consultant, Joe Deighan of White Mountain Audio Visual to take a look at the meeting room sound/streaming system, which he did yesterday. Mr. Deighan made a few adjustments and the streaming was tested and it was felt to be an improvement.

3. Heritage Commission Minutes, July 25, 2016:
4. Library Board of Trustees Minutes, August 11, 2016:

VIII. CORRESPONDENCE: None. Chris reported that long time Selectman Ernest Davis passed away this week. He had served as a Selectman for 20 years and also many years on the Planning Board. Visitation will be held at the Mayhew Funeral Home, August 30th, 6 p.m. to 8 p.m. in Meredith, and funeral services will on August 31st, 11 a.m. at the Moultonborough Methodist Church, with commitment on September 1st, 11 a.m. in Tuftonboro.

IX. CITIZEN INPUT: 1) Joel Mudgett asked about the hiring of the new DPW Director and if Scott Kinmond is still the Road Agent and is getting paid. Walter replied that Mr. Kinmond is still the Road Agent, continues to work as such, and continues to be paid. Mr. Mudgett thought that at Town Meeting, the public was told that this was only temporary. Chris replied that what

was stated was that Mr. Kinmond would continue as the Road Agent until a new DPW Director was hired.

- X. NON-PUBLIC SESSION:** Josh Made the Motion for the Board to go into Non-Public Session per 91-A:3 II for (a) personnel and (b) hiring to return for the sole purpose to adjourn. Paul Seconded. A roll call was taken: Josh – Aye; Paul – Aye; Jean – Aye; Russ – Aye; Chris – Aye. The Motion carried and the Selectmen went into Non-Public Session at 7:56 p.m.

The Board exited Non-Public Session at 8:33 p.m. Josh Made the Motion to seal the minutes. Paul Seconded and the Motion carried Unanimously.

- XI. ADJOURNMENT:** Paul Made the Motion to Adjourn. Russ Seconded. Motion Carried Unanimously. Chris adjourned the meeting at 8:34 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant